

Records & Archives Mgt Committee

Minutes

January 28, 2008

1:00pm

J.V. Fletcher Library, Mary Atwood Room

Minutes

Committee Members Present: Ellen Harde, Jane Hinckley, Sandy Martinez, Bob Oliphant, and Kaari Mai Tari.

The Committee discussed correspondence received by E. Harde from Selectman Nancy Rosinski on January and January 25th regarding a permanent home for the town's archives.

N. Rosinski posed many questions regarding specifications and location requirements for the archives. Members felt they had surveyed buildings that are centrally located in 2002 and had found that the library would be the most suitable location, if they are able to include an archives center in future building plans. Also, the Permanent Town Building Committee presented a report to the selectmen following a survey of all departmental space needs requests.

E. Harde will answer the questions posed in the letter and share the draft with members prior to sending. Included in the response will be to emphasize the distinction between records that are used daily and need to be accessible and archives that need to be stored in a **controlled** environment to ensure preservation. The response should also highlight the digitization efforts that have been undertaken with Community Preservation funds.

2008 CPA Grant Proposal

E. Harde and R. Oliphant will attend the need forum of the Community Preservation Committee to discuss phase 2 for digitizing and microfilming town documents. The conservation records will be the next series of documents to index and microfilm. S. Martinez will contact Bill Turner, Conservation Administrator to discuss the scope of the project. The CPA grant request will also include digitizing microfilm. K. Tari will contact Westford Museum Director Penny Lacroix for information about the cost to recently digitize several rolls of microfilm.

The Committee will next meet on February 8th at 1:00pm in the Mary Atwood Room of the Library.

The meeting ended at 2:00pm